



APPLICATION CHECKLIST FOR REGISTERED INTERIOR DESIGNER

INSTRUCTIONS: This checklist will help you file a complete application packet.

- Check each item as completed and/or included.
- Original documents are required.
- You will be contacted if additional information is required.
- Contact the Board office with any questions.

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- ☐ All items on application are typed or printed clearly.
 - ☐ Application is completed in its entirety.
 - ☐ Application is signed and dated.
 - ☐ Non-refundable \$250.00 Application Fee. Make check payable to ALABAMA BOARD FOR REGISTERED INTERIOR DESIGNERS.
 - ☐ An acceptable form of proof of citizenship or legal presence is enclosed.
 - ☐ A current copy of your resume is enclosed.
 - ☐ NCIDQ certification verification requested through NCIDQ. (www.NCIDQ.org; MyNCIDQ feature)
 - ☐ One official copy of all college transcripts, enclosed in a sealed envelope from the college, showing courses taken, degree and date awarded. This must be an official document sent directly to the Board office FROM THE INSTITUTION – faxes and photocopies are not acceptable.

MAIL TO:
ALABAMA BOARD FOR REGISTERED INTERIOR DESIGNERS
2603 Moody Parkway
Suite 302
Moody, AL 35004



APPLICATION FOR REGISTERED INTERIOR DESIGNER

SECTION I: PERSONAL INFORMATION

NOTE: The Code of Alabama 1975, sec. 30-3-194 "Alabama Child Support Act of 1997" requires all applicants to provide social security number.

First Name Middle Last Name:		Social Security Number:	
RESIDENCE	Mailing Address:	Preferred Mailing Address: <input type="checkbox"/> Residence <input type="checkbox"/> Business	
	City State Zip:		
	Phone Number:	E-Mail Address:	
BUSINESS	Business Name:		
	Mailing Address:		
	City:	State:	Zip Code:
	Phone Number:	Position or Title:	

SECTION II: CITIZENSHIP

According to the *Beason-Hammon Alabama Taxpayer & Citizen Protection Act*, you must provide proof of citizenship or the legality of your presence in the country. Proof must accompany this application. Acceptable forms of proof can be found on the following page.

Are you a citizen of the United States of America, or are you legally present. *Please note you MUST enclose a copy of an acceptable form of proof.*

☐ Yes ☐ No

SECTION III: EDUCATION AND PROFESSIONAL INFORMATION

College/University	Graduation Date:
Have you previously applied to the Alabama Board for Registered Interior Designers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had a license revoked, suspended or otherwise sanctioned by any Board or agency in Alabama or any other state? If "Yes", attach copy of the order.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you passed the NCIDQ exam?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Passed:	Cert. Number:
	Cert. Expiration Date:

SECTION IV: OTHER

Have you ever been convicted of a felony? If "Yes", attach copy of conviction and documentation of disposition.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever violated the state controlled substances act? If "Yes", attach copy of conviction and documentation of disposition.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently under investigation by a governing or licensing board OR by a state or federal agency? If "yes" submit details.	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION V: Please read completely and sign below.

- ☐ I certify and affirm that I have read and understand the *Alabama Interior Design Registration Act of 2010*.
- ☐ I acknowledge and affirm that I have not used the title "Registered Interior Designer" in violation of Code of Alabama Chapter 15C, Title 34.
- ☐ I acknowledge and affirm that the accuracy of information given in this application is accurate and true and authorize the Board to investigate any and all statements made herein.

Signature:

Date:



Proof of Citizenship for Registration

According to the Beason-Hammon Alabama Taxpayer & Citizen Protection Act (Act 2011-535) before *Applications for Registration* **or** *Applications for Renewal* can be processed, **ALL** applicants must provide proof of citizenship or legal presence in the United States.

For U.S. Citizens:

The Code of Alabama 1975, Section 31-13-29(g) provides that, "A person's United States citizenship may be demonstrated or confirmed by any one of, or a legible photocopy or a copy in a digital or other electronic format of one of, the following documents:

- 1) A driver's license or non-driver's identification card issued by the Alabama Department of Public Safety or the equivalent governmental agency of another state within the United States, provided that the governmental agency of another state within the United States requires proof of lawful presence in the United States as a condition of issuance of the driver's license or non-driver's identification card.
- 2) A birth certificate indicating birth in the United States or one of its territories.
- 3) Pertinent pages of a United States valid or expired passport identifying the person and the person's passport number, or the person's United States passport.
- 4) United States naturalization documents or the number of the certificate of naturalization.
- 5) Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and Nationality Act of 1952, as amended.
- 6) Bureau of Indian Affairs card number, tribal treaty card number, or tribal enrollment number.
- 7) A consular report of birth abroad of a citizen of the United States of America.
- 8) A certificate of citizenship issued by the United States Citizenship and Immigration Services.
- 9) A certification of report of birth issued by the United States Department of State.
- 10) An American Indian card, with KIC classification, issued by the United States Department of Homeland Security.
- 11) Final adoption decree showing the person's name and United States birthplace.
- 12) An official United States military record of service showing the applicant's place of birth in the United States.
- 13) An extract from a United States hospital record of birth created at the time of the person's birth indicating the place of birth in the United States.
- 14) AL-verify.
- 15) A valid Uniformed Services Privileges and Identification Card.
- 16) Any other form of identification that the Alabama Department of Revenue authorizes, through an administrative rule promulgated pursuant to the Alabama Administrative Procedure Act, to be used to demonstrate or confirm a person's United States citizenship or lawful presence in the United States, provided that the identification requires proof of lawful presence in the United States as a condition of issuance."